

Caltrans District 4 Bike Locker Agreement

Subject to the following terms and conditions, the California Department of Transportation (Caltrans) hereby assigns.....☐ New Locker **OR** ☐ Annual Renewal of

Bike locker _____ with key number _____ at _____ Park and Ride to
(Location)

Name _____

Address _____
(Street) (City) (Zip code)

Phone number _____ Email _____

1. This agreement shall be in effect until January 30, 20____ (date completed by Caltrans) unless terminated by Caltrans. The bike locker agreement must be renewed annually.
2. A \$25 refundable key deposit shall be paid for every new locker assignment. Provided that your bike locker is left in its original condition, upon return of your locker key you may be eligible for refund of your key deposit. In the event of a lost key, your key deposit will be forfeited. A new key deposit will be assessed for a new key.
3. The assigned locker shall be used only for storing a bicycle or mo-ped. Any unauthorized use will result in the termination of this agreement by Caltrans and possible forfeiture of the key deposit.
4. The assigned locker is to be used on a regular basis for ridesharing purposes. If there is a waiting list for lockers at this site, seldom or never used lockers will be reassigned.
5. Caltrans has the right to inspect all assigned lockers at any time without notice.
6. User is always to keep the interior of locker clean.
7. User is to notify Caltrans of all changes of address and/or telephone numbers.
8. User is to notify Caltrans of intent to discontinue use of locker. Please notify Caltrans at least 15 days in advance.
9. Caltrans is not liable for any injury, loss, or damage arising from the use of any assigned lockers.

Failure to comply with any provisions of the Caltrans Bike Locker Agreement is cause for Caltrans to terminate this agreement, retain the key deposit, and dispose of any property remaining in the locker in accordance with the law. I have read and understand all the terms and conditions listed above.

Signature _____
(Applicant)

Date _____

Signature _____
(Parent/guardian if applicant is under 18 years of age. Please indicate relationship.)

Date _____

Signature _____
(Caltrans Park and Ride Coordinator)

Date _____

Instructions

New Locker:

- Complete and sign this Caltrans Bike Locker Agreement (BLA), indicating the request is for “new locker.”
- Mail the signed copy of the BLA with a **certified check or money order** for \$25 (key deposit) payable to Caltrans to the address below. Cash and personal checks are not accepted and will be returned unprocessed.
- You will receive one locker key, a receipt for your key deposit, and a copy of the Caltrans BLA indicating your assigned locker number.

Annual renewal (due on January 30th of every subsequent year):

- Complete and sign this Caltrans Bike Locker Agreement (BLA), indicating the request is for “annual renewal” and whether you wish to continue or cancel your bike locker assignment.
- Return the signed copy of the BLA. If you choose to continue your bike locker agreement, a copy of the BLA with the new expiration date will be returned to you at the address provided. No additional fees are required.
- If a new BLA or the bike locker key are not returned by the January 30 deadline, the bike locker assignment and \$25 key deposit may be forfeited and Caltrans may reassign the bike locker.

If you choose to discontinue use of your bike locker:

- Return the locker key with bike locker renewal form. After the locker is inspected and found in good condition, we will process a key deposit check. The key deposit refund check may take up to 6-8 weeks and will be sent directly from State Controller's office.
- To ensure proper delivery, please wrap key in one sheet of paper to prevent key from puncturing the return envelope. **We are not responsible for keys lost in the mail.**

Return all forms and bike locker keys to:

Caltrans District 4
Div. of Traffic Operations, MS 5-H
ATTN: Park and Ride Coordinator
P.O. Box 23660
Oakland, CA 94623-0660

If you have any questions, please contact the Park and Ride Coordinator at 1-800-834-3032.